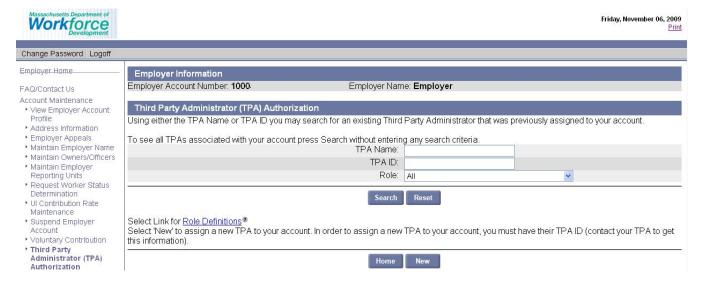# TPA AUTHORIZATION

Introduction	This section of the document will explain how an authorized user can create or maintain a Third Party Administrator (TPA) relationship on an employer account. The process begins when an employer elects to update the current relationship with a TPA or create a new TPA relationship. During this process, the functions that the TPA can perform on behalf of the employer are established by role assignment. The process ends with a correspondence being generated to the TPA.
Helpful hints.	Two different TPA accounts can never be associated to the same employer role.

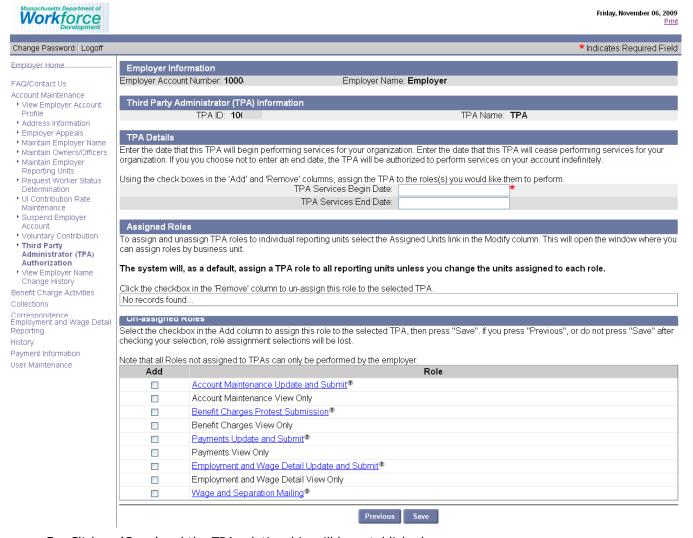## Step-by-Step Instructions:

Create a new TPA relationship:

1. Navigate to the account maintenance home page using the instructions provided in the section – 'Navigating to Account Maintenance'.

2. Click on the 'Third Party Administrator (TPA) Authorization' link from the list of available maintenance services. The following screen will appear.

3. Click on 'New' to create a new TPA relationship. The following screen will be displayed. Enter the TPA ID you wish to assign to the employer account and click 'Next'.

4. On the page that is displayed, enter the start and end dates for the assignment. Check the boxes against roles that you wish to grant to the TPA.
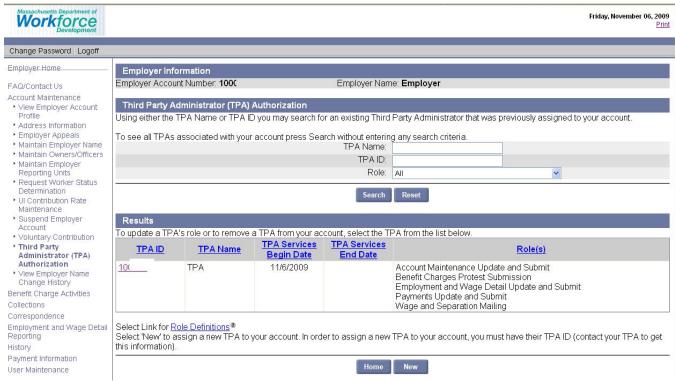

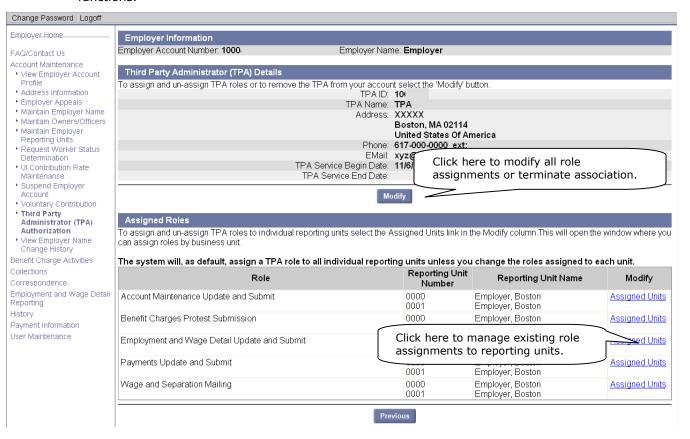5. Click on 'Save' and the TPA relationship will be established.

Modifying TPA Relationship:

1. Follow the first 2 steps outlined in 'Create a new TPA relationship'. The screen shown below will appear.

2. If you wish to limit your search to a specific TPA, enter the TPA name or ID. Click on 'Search'. Alternatively, click on 'Search' without entering any search criteria to see all TPA(s) associated with the account.

3. The search results will appear as shown below. Click on the TPA ID to update the account.

4. The following page will appear. If you wish to manage only existing role assignments to reporting units, click on 'Assigned Units' as shown below. Proceed to step 6 if you have to perform additional functions.
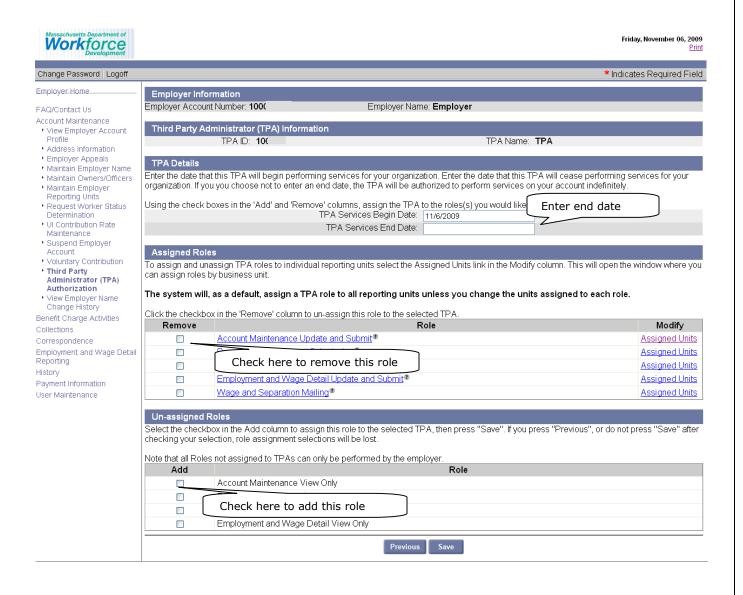
5. The following screen will appear. Add or remove reporting units to this specific role by using checkboxes. Click on 'Save'. The reporting units will now be assigned/unassigned.

6. Click on 'Modify' as shown in the screenshot from step 3. The following window will appear. If you wish to end the TPA association with your employer account, enter a date in the field 'TPA Services End Date'.

7. If you wish to change role assignments to this TPA, use the checkboxes in columns 'Add' or 'Remove' as necessary (as shown in above screen).

8. Click 'Save' to update record with your changes.